

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is supervisory and skilled work in assisting in the direction and supervision of the various activities of the fire department. Usually an employee of this class is responsible for the efficient operation of an assigned shift but an employee may be assigned to supervise the fire inspection and prevention duties performed by the department. Supervision is exercised over a large number of employees both directly and indirectly and a superior reviews work through personal observation, oral or written reports, and conferences.

EXAMPLES OF WORK

(Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Assists in planning and directing the activities of the fire department;

Responds to alarms and assumes command upon arrival at a fire until relieved by an employee of higher rank;

Assists in planning and supervises the activities involving fire prevention and inspection;

Inspects and supervises the inspection of various structures planned, in process, and completed for compliance with requirements relating to fire hazards and general safety;

Inspects and supervises the inspection of stations, equipments, records, and personnel to insure compliance with regulations and established methods and procedures;

Investigates complaints and makes recommendations for the correction of any irregularities;

Investigates the cause and origin of fires;

Makes reports and maintains records of activities;

Attends conferences;

Assists in training employees;

Performs various related duties as assigned or required.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of modern fire fighting principles, methods, practices, and equipment;

Thorough knowledge of state and municipal laws, statues, ordinances, and regulations that apply to fire prevention and general public safety;

Good knowledge of the geography of the city, including the location of fire lanes, fire hydrants, water mains, other available sources of water supply, major fire hazards, and the names, location, and block numbers of streets;

Good knowledge of modern training practices and techniques;

Good knowledge of the internal operation of a modern fire department including established personnel procedures;

Good knowledge of the materials and practices used in building construction and repair work;

Good knowledge of the laws that apply to arson;

Skill in observation;

Ability to give clear, concise, and effective commands and orders;

Ability to adopt a quick, effective, and reasonable course of action in emergencies;

Ability to detect conditions hazardous to life and property and take the proper action to eliminate the condition;

Ability to deal firmly but courteously with the public;

Ability to understand oral and written instructions and orders.

QUALIFICATION REQUIREMENTS

Must be at least thirty (30) years of age;

Must be a regular and permanent employee in good standing in a class of the next lower level;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.